

Procurement Fact Sheet

Supply Chain Management Division

<http://www.lanl.gov/orgs/sup/procurement/>

Role of Procurement

The *Procurement Organization* is responsible for the acquisition of goods and services at the Laboratory to meet programmatic needs. Some of the programs the Laboratory is involved in include research in energy, nuclear safeguards and security, biomedical and computational science, environmental protection and remediation, and materials science.

Commodity-based Purchasing

To provide internal customers and external suppliers with more effective and more efficient mechanisms for conducting business at the Laboratory, Procurement has been restructured into a commodity-based organization.

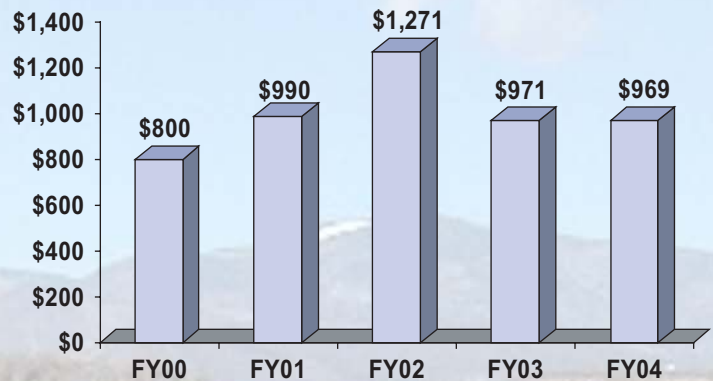
Now, Procurement is organized into six groups based on the types of purchases or acquisitions (commodities/services) that the Laboratory needs to meet programmatic goals. With this change, buyers specialize in specific products or services, which increases their familiarity with their customers' needs. In addition, commodity-based buying allows buyers to better understand market conditions and supplier capabilities and to optimize opportunities for small businesses.

Procurement Policy

The *Supply Chain Management Division (SUP-DO)* ensures that the Procurement Organization accomplishes its responsibility in conformance with established policies of the University of California and the Department of Energy.

- *Procurement* is committed to providing customer service to internal customers on a timely basis and at the best value for the Laboratory.
- *Procurement* is the *only* organization authorized to commit the Laboratory to a procurement transaction. Commitments or changes to commitments made by other Laboratory organizations or personnel are not valid.

Total Procurement (In Millions)



- It is the *Laboratory's policy* that all small business concerns have an opportunity to participate in Laboratory subcontracts.

Future of Procurement

Acquisition forecasting is an important component regarding anticipated future procurement opportunities. The Laboratory is currently enhancing its acquisition forecasting process and methodology.

The Laboratory's Associate Director of Administration (ADA) has created three procurement committees to enhance and strengthen the Laboratory's ongoing business improvement initiatives and to foster greater economic development in northern New Mexico and the state.

- Senior Management Procurement Council (SMPC)
- Business Advisory Council (BAC)
- Consortium of Major Subcontractors

To learn more about this initiative, go to <http://www.lanl.gov/orgs/pa/newsbulletin/2004/11/16/text04.shtml>.

The Laboratory's Small Business Program works closely with Procurement to identify small business suppliers who can fulfill the Laboratory's acquisition requirements. The program is led by Dennis Roybal. The Small Business Program Team can be reached at business@lanl.gov or contact one of the following individuals through their direct lines:

Janelle Vigil-Maestas—(505) 665-4329

Carlos Chacon—(505) 665-4284

James Kloeppel—(505) 665-9997

Vangie Trujillo—(505) 665-2963

Timothy Martinez—(505) 667-2390

Moe Zamora—(505) 665-6578

Laura Lovato—(505) 665-4286

New Procurement Structure

The Procurement Organization consists of six groups, working in partnership with the Small Business Program and Laboratory procurement committees. These groups are managed by Annette Houston, acting SUP-DO deputy division leader.

Procurement Group	Commodity/Service	Group Leader
Small Purchase and Specialty Agreements (SUP-6)	Special agreements or small-dollar procurements less than \$100,000. In addition, foreign contracts.	Harry Rodas
Streamlined Purchasing (SUP-7)	Just-In-Time purchases, Local Vendor Agreements, and Purchase Card transactions.	Kimberly Zeilik (Acting)
Facility Operations, Architectural and Engineering Services and Environmental Remediation (SUP-8)	Architectural and engineering services; facility leases; facility operations; environmental remediation contracts; and on-site support service contract agreements including KSL, PTLA, and the Los Alamos Fire Department.	Lorraine Lucero (Acting)
Major Construction and Line Item Construction (SUP-14)	Major construction contracts, line item construction contracts, demolition and decommissioning & time and materials for construction management.	Bill Bryant
IT, Equipment Fabrication and Services (SUP-9)	Procurement activity greater than \$100,000 related to information technology, the Enterprise Project (EP), and equipment and services.	Warren Finch (Acting)
Technical Support Staffing and R&D (SUP-10)	University contracts, staff augmentation contracts, consultant agreements, task-order subcontracts, research and development subcontracts, and intra-university agreements.	Dereck Willis (Acting)
Procurement Operation Support (SUP-OPs)	Provides some of the following services: procurement training; contract closeout; policy/procedure management and managerial support.	TBD

LANL is operated by the University of California for the National Nuclear Security Administration of the US Department of Energy.

LALP-05-016
June 22, 2005

